

Membership Balance Plan

ENVIRONMENTAL PROTECTION AGENCY	
1. FEDERAL ADVISORY COMMITTEE NAME <i>State the legal name of the FAC</i>	
	Great Lakes Advisory Board
2. AUTHORITY <i>Identify the authority for establishing the FAC</i>	
	Agency Authority, Deputy Administrator approval document.
3. MISSION/FUNCTION <i>Describe the mission/function of the FAC</i>	
	The Great Lakes Advisory Board (the Board) will provide advice and recommendations on matters related to the Great Lakes Restoration Initiative. The Board will also advise on domestic matters related to implementation of the U.S.–Canada Great Lakes Water Quality Agreement. The Board’s objectives are to provide advice and recommendations on Great Lakes protection and restoration policy; long term goals and objectives for Great Lakes protection and restoration; annual priorities to protect and restore the Great Lakes that may be used to help inform budget decisions; and issues addressed by the Great Lakes Interagency Task Force (IATF).
4. POINTS OF VIEW <i>Based on understanding the purpose of the FAC,</i> <i>(a) describe the process that will be used to ensure the committee is balanced, and identify the categories</i> <i>(b) consider identifying an anticipated relative distribution of candidates across the categories; and</i> <i>(c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members</i>	
	The Board will be composed of approximately 15 members who will serve as representative members, Regular Government Employees (RGEs), or Special Government Employees (SGEs). In selecting members, EPA will consider candidates from a broad range of interests relating to the Great Lakes, including but not limited to, environmental groups, business, agricultural groups, environmental justice groups, foundations, academia, and state, local and tribal governments.

5. OTHER BALANCE FACTORS

List any other factors EPA identifies as important in achieving a balanced FAC

Geographic diversity may be considered.

6. CANDIDATE IDENTIFICATION PROCESS

Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:

- (a) describe the process*
- (b) identify EPA key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by EPA*
- (d) state the membership term limit of FAC members, if applicable*

Approximately 8 months prior to the expiration of committee members' terms the Designated Federal Officer (DFO) meets with EPA's Office of Diversity, Advisory Committee Management, and Outreach (ODACMO) to discuss the outreach plan, establish a timeline, and other issues concerning the membership package. After approval of the outreach plan the DFO conducts outreach for new members in accordance with the plan.

The DFO solicits candidate names through a Federal Register notice, other IATF agencies, and from individuals who are actively engaged in interests relating to the Great Lakes, including but not limited to, environmental groups, business, agricultural groups, environmental justice groups, foundations, academia, and state, local and tribal governments.

After a review of the pool of nominees, a determination is made to consider whether additional outreach is needed. Each candidate is researched to determine whether the person is a federally registered lobbyist. The DFO develops a draft grid of nominees, including at least one additional candidate for each point of view for the function the committee is to perform.

ODACMO and EPA's FACA Attorney conduct a balance review of the proposed membership. Different levels of EPA managers then review the draft package for questions or comments before the final package is prepared.

Formal letters of invitation to serve on the Board will be extended by the Administrator or Deputy Administrator of EPA. This cycle will be repeated for any occurring vacancies. Board members are usually appointed for a one or two-year term. Generally, EPA advisory committee members may be reappointed for a total of 6 years.

7. SUBCOMMITTEE BALANCE

Subcommittees subject to FACA should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

**This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

EPA plans to use the process that is used to determine advisory committee member balance for the parent (Tier 1) Federal advisory committee for any Tier 2 subcommittee(s) that may be created.

8. OTHER

Provide any additional information that supports the balance of the FAC

Not applicable.

9. DATE PREPARED/UPDATED

May 14, 2014